



October 3, 2023

JOB OPENING AT *CHANGED CHOICES*:

*Changed Choices* is accepting applications for the position of *Administrative Assistant*, a full-time, non-exempt position.

As a Christian, faith-based organization, the successful candidate will be a woman who is a Christ follower and able to fully embrace our purpose, mission, and vision.

The Administrative Assistant will engage with every team member in the function of his/her duties. They will come to us with a minimum of a High School education and perhaps a Bachelor's degree along with 2-3 years of previous successful Administrative/Operational support experience.

The rigors of the position require the individual be a great communicator, skilled in effective time management, able to meet deadlines, and have strong organizational skills with attention to detail.

We would like to add to our team a person who has a positive attitude of collaboration and cooperation, with an eager heart to help and serve teammates. "I can take care of that for you" is music to our ears.

Must be equally comfortable in a collaborative team environment and as an independent self-motivator with a teachable spirit. The individual is proficient in technology, with a working knowledge of Microsoft Office, Google Suite, Adobe, Salesforce, and CANVA. Creativity and Graphic Design experience will be an asset. This position requires excellent written and verbal communication skills.

Please review the details of the job description before submitting a resume and cover letter to Gail Clark, Assistant Executive Director, at [gail@changedchoices.org](mailto:gail@changedchoices.org)

Applications will be accepted until the position is filled.



**Job Title: Administrative Assistant**

**Status: Full time, Non-Exempt (up to 40 hours/week)**

**MISSION STATEMENT:** As followers of Christ, we empower currently and recently incarcerated women to achieve lasting, positive change through programming and personalized mental, emotional, physical and spiritual support.

**VISION STATEMENT:** *Changed Choices* exists so that women who have experienced incarceration lead restored lives marked by healthy decisions, self-sufficiency, and contribution to their communities.

**Changed Choices VALUES:**

- **INTEGRITY**  
We are honest in all of our dealings and steward the resources the Lord has entrusted to us.
- **COMMUNITY**  
We work collaboratively, internally and externally, building healthy cultures to achieve our mission.
- **RESTORATION**  
We quickly seek to reconcile with others and model second chances.
- **RESPONSIBILITY**  
We take personal responsibility for our actions and follow through on our commitments.
- **PRODUCTIVITY**  
We perform our respective roles with a drive to achieve results that advance the shared mission and vision of our organization.
- **AFFIRMATION**  
We celebrate each other's success and value, recognizing we are all created in God's image

**PURPOSE STATEMENT:** The *Administrative Assistant* serves in a manner that represents the *Changed Choices* mission, vision and values. This person assists the Administrative/Operational and Program staff members through supportive services that improve staff task completion and maximizes team efficiency.

**REPORTING RELATIONSHIPS:** Reports to the Assistant Executive Director while working cooperatively and collaboratively with the entire staff

**AREAS OF RESPONSIBILITIES:**

**Development**

- Provide administrative and operational support to the Director of Development
  - Support communication projects including newsletters, bimonthly emails to donors, website updates, and social media weekly activities (FB, IG, LinkedIn); this may include research to source communication information
  - Place print orders for fundraising appeals and other mass mailings
  - Coordinate volunteers to prepare mass mailings or other projects

- Manage office mail - pick up, distribute, deliver to the Post office
- Ensure proper data entry of all gifts and other donor information
- Assist with donor stewardship (including thank you emails, phone calls, and written communication)
- Run reports in Salesforce, as requested
- Assist with Development event planning
- Keep church partners engaged with regular communication, thank yous, and respond to requests with team input, etc.

### Operations

- Enter/Update volunteer information in Salesforce
- Monitor Salesforce Volunteer Leads – send Volunteer Orientation registration email
- Assist in coordinating office activities and staff in-services and lunches and events
- Order supplies and collateral, ensuring each team member has the materials necessary to complete tasks effectively.
- Serve as the point of contact with HLUMC (where offices are located)

### Programming/Volunteers

- Provide administrative and operational support to the Director of Programming and program staff
- Enter/update client information in Salesforce, as requested
- Assist with coordinating client-related events
- Create Card Writer's client list twice a month and the client Birthday List once a month
- Support Client Admissions process
  - This may include ordering/ mailing/ communicating with ministry applicants
- Order client resources for Change Coaches
- Research resources [churches (local or distant), available Charlotte service providers, etc.] to assist the Program team

### Miscellaneous

- Take notes at staff meetings and distribute to appropriate staff
- Maintain Yearly Calendar
- Answer the office phone, return calls, manage communications (and info@changedchoices.org)

Other duties as assigned by the *Assistant Executive Director* or the *Executive Director/CEO*

### REQUIREMENTS:

1. A follower of Jesus Christ
2. A minimum of a High School education, GED or equivalent required, Bachelor's degree a plus.
3. Creativity and Graphic Design experience preferred
4. 2-3 years of previous Administrative/Operations support experience required
5. Working knowledge of Microsoft Office tools including WORD, Publisher, Excel; Adobe and the Google Platform is required. Salesforce experience and knowledge of CANVA is a plus.
6. Excellent written and verbal communication skills essential
7. Skilled in effective time management (meeting deadlines) with great organizational skills and attention to detail

8. Able to be self-directed as well as receive direction
9. Have a positive, "I can take care of that" attitude
10. Creative problem solving is a plus
11. Ability to engage with others with sensitivity, approachability, and spiritual discernment.
12. Contribute to a ministry culture built on relationships that prioritize collaboration, embodies integrity and pursues equality and equity.
13. Flexibility is a must and needs to be comfortable with change as we seek to grow the ministry moving forward.
14. This position requires some nights and weekends to meet the job responsibilities

10.5.2023